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Weekly Activity Report

26 February 1958

1. Assignments - Active:

a. Revision of Form 540, Travel Order (Project No.860).

- (1) Conferred with Regulations Control Staff and reviewed files of draft regulations for instances where travel-type forms were involved.

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- (2) Met with Comptroller's Office representative [REDACTED] to discuss additional aspects of travel and finance forms. Called in Deputy Chief, Finance Div., Mr. [REDACTED] for discussion relative to elimination of Request for Advance, Form 281, and inclusion of necessary data on the Travel Order Form. [REDACTED] thought this might be worked out but stated they would still need to use the bottom portion of Form No. 281 for their key punch operation.

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- (3) Conferred again with Mr. [REDACTED], OL on further questions.

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- (4) Met with [REDACTED] D/C RSD, Office of Personnel. Scheduled to meet with Chief, Central Processing tomorrow. I anticipate that much of the really detailed data for the project will be obtained from Central Processing.

[REDACTED]

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